

Arizona Career and Technical Education
Updating and Managing the 2016 Coherent Sequence

<http://www.ade.az.gov/PerfMeasures/splash.asp>

Arizona Department of Education



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Submit your Career and Technical Education
Placement Survey Report and Concentrator
Report ONLINE!

Login using Performance Measures On-Line System Username and Password

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Username:

Password:

Login

Arizona Career and Technical Education Updating and Managing the 2016 Coherent Sequence

Click on Coherent Sequence

Arizona Department of Education
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Home Exit

Placement
Participant/Concentrator
Coherent Sequence
Maintenance
Administrative
Reporting

CAREER AND TECHNICAL EDUCATION

Click on "Placement" to enter/edit Placement Surveys
Click on "Participant/Concentrator" to enter/edit the Participant or Concentrator Information
Click on "Enrollment" to enter/edit Course Enrollment
Click on "Coherent Sequence" to enter/edit Coherent Sequence
Click on "Maintenance" to Change your password
Click on "Administrative" to view Program Profile
Click on "Reporting" to produce PM Reports

Select a school

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Select the School You want to work on

Career and Technical Education

Choose a School **SAMPLE SCHOOL** ▼

OR Select a CTDS -OR Select a CTDS- ▼

Go

Arizona Career and Technical Education

Updating and Managing the 2016 Coherent Sequence

Select the 2016 Coherent Sequence for edits/updates.

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Editing School : **SAMPLE SCHOOL**
[Click Here to Change](#)

Federal Perkins Grant Fiscal Year Selection

Listing of Fiscal Years

| Fiscal Year |
|--|
| 2016 Coherent Sequence |
| 2015 Coherent Sequence |

[< Back](#)

For 2016, You will have to refer to CTE's newest Handbook to ensure you locate the correct ADE course name(s) to develop the coherent sequence of instruction. The 2015 Coherent Sequence data has been "rolled" into your 2016 Coherent Sequence of instruction information for the 2016 Federal Perkins Grant. Review the information carefully and make necessary changes, additions, or deletions. Click on 2016 Coherent Sequence to begin process.

Complete instructions are included on the website.

The 2015 Coherent Sequence data has been "rolled" into your 2016 Coherent Sequence of instruction information for the 2016 Federal Perkins Grant.

Local course titles have also been loaded into the sequence where possible. Review the sequence for each school. To take an action on a record you must click on one of four functions – [view](#), [modify](#), [delete](#), or [add](#).

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2016 Coherent Sequence for 12-34-56-001 - **SAMPLE SCHOOL** [Click Here to Add](#)

| Program | Program Title | Course | Course Title | Local Course Title | Action |
|----------|-------------------------------------|----------|--|--|--|
| 01010090 | Agribusiness Systems | 01010010 | Agriculture Business Management - Introduction to Applied Biological Systems | AgriScience | View Modify Delete |
| 01010090 | Agribusiness Systems | 01010012 | Agricultural Business Management - Applied Biological Systems | Agricultural Business Management - Applied Biologi | View Modify Delete |
| 01010090 | Agribusiness Systems | 01010014 | Agricultural Business Management - AgriScience | TEST1 | View Modify Delete |
| 10020010 | Comm Media Technology Intro Courses | 10020010 | Comm Media Technology Fundamentals | TEST2 | View Modify Delete |

Arizona Career and Technical Education Updating and Managing the 2016 Coherent Sequence

VIEW: The following slide displays a record in the view mode.



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Coherent Sequence

Arizona Department of Education
Internet Data Submission Application

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2016 Coherent Sequence

| Course Enrollment Information | | |
|-------------------------------|---------------|--|
| CTDS | School name | Fiscal Year |
| 12-34-56-001 | SAMPLE SCHOOL | 2016 |
| Program | | Description |
| 01010090 | | Agribusiness Systems |
| Course | | Description |
| 01010010 | | Agriculture Business Management - Introduction to Applied Biological Systems |

| Coherent Information | |
|-----------------------------------|-------------|
| Local Course Title | Agriscience |
| Is this course taught off-campus? | No |

< Back

This screen allows you to view a record. Click on view and see what information you have for the course. If there are changes to be made to the coherent sequence information, click on “back” and you will return to the coherent sequence form screen.

Arizona Career and Technical Education Updating and Managing the 2016 Coherent Sequence

MODIFY: If any modifications need to be made to the course (i.e. Local Title, where course is taught) click on Modify for that course.

2016 Coherent Sequence

| Coherent Sequence Information | | |
|-------------------------------|---------------|--|
| CTDS | School name | Fiscal Year |
| 12-34-56-001 | SAMPLE SCHOOL | 2016 |
| Program | | Description |
| 01010090 | | Agribusiness Systems |
| Course(1-7 digits) | | Description |
| 0101001 | | Agriculture Business Management - Introduction to Applied Biological Systems |

| Coherent Information | |
|-----------------------------------|---|
| 8th digit of Course Number | 0 <input type="button" value="v"/> <input type="checkbox"/> New Course <input type="checkbox"/> New Program |
| Local Course Title | <input type="text" value="Agriscience"/> |
| Is this course taught off-campus? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

You must hit the submit button to save any changes made

This mode allows you to make changes to the Coherent Sequence Information section only. You are allowed to enter the 8th digit of your course and provide the district's local course title. If you leave the local course title blank and you submit the record, the local course title will default to the CTE Course title.

1. Enter the 8th digit (see note below)
2. Enter the local course title (if you have one different from ADE course title)
3. When finished making the changes, click on Submit
4. If no errors are detected you will see the message "There were no errors saving this record." Click on Finish to return to the report screen.

NOTE: On some Course CIP Codes, the 8th digit cannot be changed (i.e.: .75 for internships or Ag .10, .12, .14). For programs that have a course sequence with a Fundamentals class ending in a 0 (such as Auto Tech I 47.0600.20) and an Advanced class ending in a 5 (such as Auto Tech II 47.0600.25), the 8th digit on the Fundamentals class can be 0, 1, 2, 3, or 4 and the 8th digit on the Advanced class can be 5, 6, 7, 8, or 9.

Arizona Career and Technical Education Updating and Managing the 2016 Coherent Sequence

DELETE: If you decide that the program/course is no longer part of your coherent sequence you may use this function to delete it from your coherent sequence.

To delete a record:

1. Select the record and click on 'Delete'.
2. Answer yes or no.
 - a. 'No' will return you to the coherent sequence screen.
 - b. 'Yes' will delete the record. By clicking on 'Yes' the message "There are no errors saving this record," will pop up.
3. Click on 'Finish'. This will take you back to the coherent sequence screen.

| 2016 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL + Click Here to Add | | | | | | |
|--|-------------------------------------|----------|--|--|----------------------|---|
| Program | Program Title | Course | Course Title | Local Course Title | Action | |
| 01010090 | Agribusiness Systems | 01010010 | Agriculture Business Management - Introduction to Applied Biological Systems | Agriscience | View | Modify Delete |
| 01010090 | Agribusiness Systems | 01010012 | Agricultural Business Management - Applied Biological Systems | Agricultural Business Management - Applied Biologi | View | Modify Delete |
| 01010090 | Agribusiness Systems | 01010014 | Agricultural Business Management - Agriscience | TEST1 | View | Modify Delete |
| 10020010 | Comm Media Technology Intro Courses | 10020010 | Comm Media Technology Fundamentals | TEST2 | View | Modify Delete |

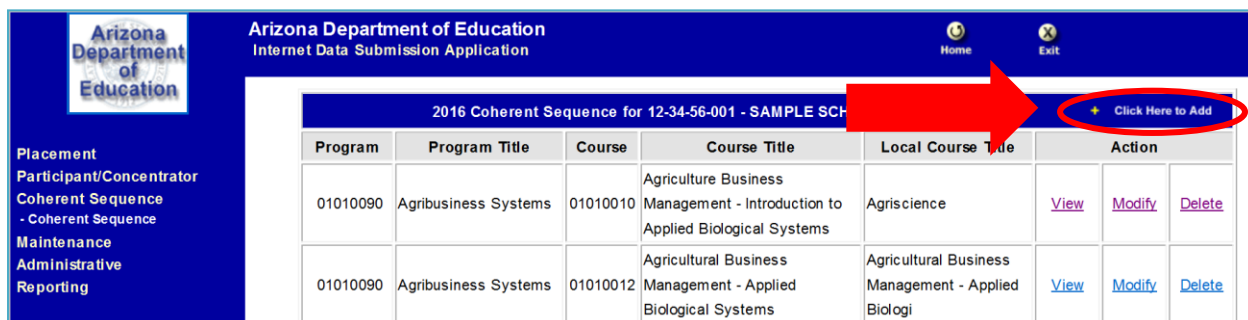
**The following slide displays a record in delete mode:
Delete Confirmation**

| | |
|---|---|
| Placement Participant/Concentrator Coherent Sequence - Coherent Sequence Maintenance Administrative Reporting | <p>Delete Confirmation</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center; background-color: #003366; color: white; margin: 0;">Confirm Delete</p> <p style="text-align: center; margin: 5px 0;">Delete Coherent Sequence record for SAMPLE SCHOOL for 2016?</p> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="No"/> <input type="button" value="Yes"/> </div> |
|---|---|

Arizona Career and Technical Education Updating and Managing the 2016 Coherent Sequence

ADD: Adding a new course/program

1. Click on the “+ Click Here to Add” (located after the instructions at the top right hand corner of coherent sequence).



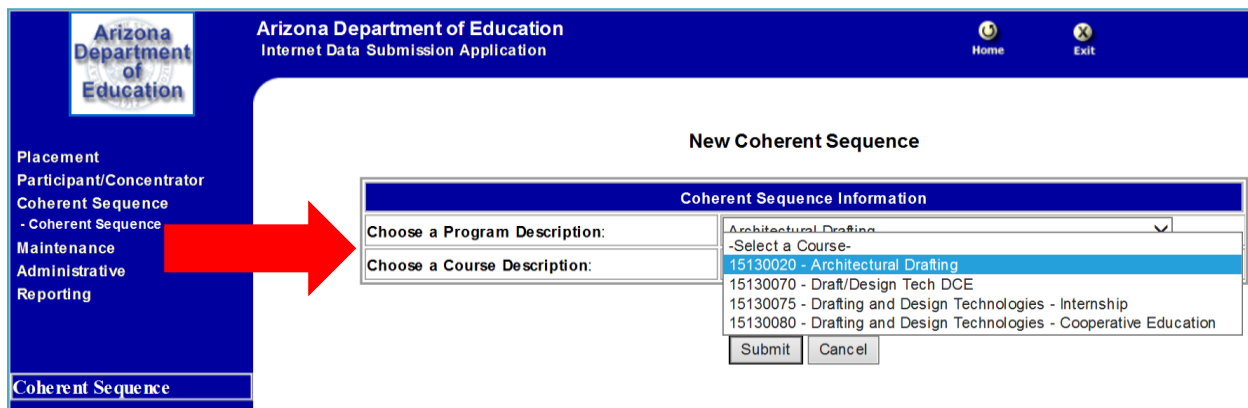
Arizona Department of Education
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Home Exit

2016 Coherent Sequence for 12-34-56-001 - SAMPLE SCH

| Program | Program Title | Course | Course Title | Local Course Title | Action |
|----------|----------------------|----------|--|--|--|
| 01010090 | Agribusiness Systems | 01010010 | Agriculture Business Management - Introduction to Applied Biological Systems | Agriscience | View Modify Delete |
| 01010090 | Agribusiness Systems | 01010012 | Agricultural Business Management - Applied Biological Systems | Agricultural Business Management - Applied Biologi | View Modify Delete |

2. Select “Choose a Program Description” first using the [2015-2016 CTE Program Codes and Titles](#) as a guide.
3. Then select “Choose a Course Description”. The only options for courses will be those that are part of the approved sequence for that program.



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New Coherent Sequence

Coherent Sequence Information

Choose a Program Description:

Choose a Course Description:

Submit Cancel

Arizona Career and Technical Education

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The Course that is being added in this example is Architectural Drafting

2016 Coherent Sequence

| Coherent Sequence Information | | |
|-------------------------------|---------------|------------------------|
| CTDS | School name | Fiscal Year |
| 12-34-56-001 | SAMPLE SCHOOL | 2016 |
| Program | | Description |
| 15130020 | | Architectural Drafting |
| Course(1-7 digits) | | Description |
| 1513002 | | Architectural Drafting |

| Coherent Information | |
|-----------------------------------|---|
| 8th digit of Course Number | <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">0</div> <div style="font-size: 0.8em;">▼</div> <div style="margin-left: 10px;"> <input type="checkbox"/> New Course <input type="checkbox"/> New Program </div> </div> |
| Local Course Title | <div style="border: 1px solid #ccc; padding: 2px;">Architectural Drafting</div> <div style="text-align: right; font-size: 0.8em;">×</div> |
| Is this course taught off-campus? | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"><input type="radio"/> Yes</div> <div><input checked="" type="radio"/> No</div> </div> |

You must hit the submit button to save any changes made


4. For the 8th digit of the course number you will use the drop down arrow. Refer back to page 5 for specific 8th digit instructions in the “Note” box.
5. Check the “New Course” box if it is a new course added to an existing program/sequence.
6. Check the “New Program” box if it is a new program. When “New Program” is checked, “New Course” automatically fills.
7. Insert local course title. If you do not insert a local course title when you submit the new record the local course title will automatically default to CTE course title.
8. Click on submit when completed.
9. The message “There are no errors saving this record,” will pop up. Click on ‘Finish’.
10. This will take you back to the coherent sequence form screen.

NOTE: THE QUESTION - “Is this course taught off campus?” is for the purpose of capturing information that identifies districts that have courses taught at another location. This automatically defaults to “No”.

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See below the Architectural Drafting course is now part of the coherent sequence.



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Internet Data Submission Application

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Print a report for final review before submitting to CTE. Verify every course has a local course title.

After the coherent sequence information has been updated, **NOTIFY** CTE by sending an email to Claudia Galvan at Claudia.Galvan@azed.gov. Provide your name and identify your District to inform her that you have completed updating the district's 2016 coherent sequence data.

Placement

Participant/Concentrator

Coherent Sequence

- Coherent Sequence

Maintenance

Administrative

Reporting

| 2016 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL | | | | | | + Click Here to Add | | |
|---|-------------------------------------|----------|--|--|----------------------|------------------------|------------------------|--|
| Program | Program Title | Course | Course Title | Local Course Title | Action | | | |
| 01010090 | Agribusiness Systems | 01010010 | Agriculture Business Management - Introduction to Applied Biological Systems | Agriscience | View | Modify | Delete | |
| 01010090 | Agribusiness Systems | 01010012 | Agricultural Business Management - Applied Biological Systems | Agricultural Business Management - Applied Biologi | View | Modify | Delete | |
| 01010090 | Agribusiness Systems | 01010014 | Agricultural Business Management - Agriscience | TEST1 | View | Modify | Delete | |
| 10020010 | Comm Media Technology Intro Courses | 10020010 | Comm Media Technology Fundamentals | TEST2 | View | Modify | Delete | |
| 10020010 | Comm Media Technology Intro Courses | 10020013 | Comm Media Technology Fundamentals | intro graphics | View | Modify | Delete | |
| 15130020 | Architectural Drafting | 15130021 | Architectural Drafting | Architectural Drafting 1 | View | Modify | Delete | |
| 47060010 | Transportation Technologies Intro | 47060011 | Transportation Technologies Core Curriculum | Transportation Technologies Core | View | Modify | Delete | |

NOTE: For those programs which share an Introductory Course, the course will be added separately by selecting the Introductory Course Area Name from the Course Description drop down box. This will include the following:

| Introductory Course Area Number | Introductory Course Area Name |
|---------------------------------|---|
| 10020010 | Comm Media Technology Intro Courses |
| 15120010 | Information Technology Intro Courses |
| 15130010 | Drafting and Design Tech Intro Courses |
| 46030010 | Electrical and Power Transmission Tech Intro Courses |
| 46040010 | Construction Technologies Intro Courses |
| 47060010 | Transportation Technologies Intro Courses |
| 48050010 | Precision Manufacturing Intro Courses |
| 51080010 | Allied Health Intro Courses |
| 52180010 | Marketing Management and Entrepreneurship Intro Courses |
| 52190010 | Design and Merchandising Intro Courses |

Reminders

- Add all appropriate courses to any existing program.
- Add all courses that will be taught in a completely new program. This information will notify the program specialists that you are implementing a new CTE program.

Arizona Career and Technical Education
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Add a course that is taught off-campus: Follow the “add a new course” instructions.

| 2016 Coherent Sequence | | |
|--------------------------------------|---|---|
| Coherent Sequence Information | | |
| CTDS | School name | Fiscal Year |
| 12-34-56-001 | SAMPLE SCHOOL | 2016 |
| Program | | Description |
| 52030000 | | Accounting and Related Services |
| Course(1-7 digits) | | Description |
| 5203001 | | Introduction to Business and Accounting |
| Coherent Information | | |
| 8th digit of Course Number | <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">-Select- ▼</div> <div style="display: flex; gap: 10px;"> <input checked="" type="checkbox"/> New Course <input checked="" type="checkbox"/> New Program </div> </div> | |
| Local Course Title | <div style="border: 1px solid #ccc; padding: 2px;">Intro to Business and Accounting</div> | |
| Is this course taught off-campus? | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Articulated School name | <div style="border: 1px solid #ccc; padding: 2px;"> SAMPLE SCHOOL - 12-34-56-001 ▼ </div> | |
| Articulated Enrollment type | <div style="border: 1px solid #ccc; padding: 2px;"> Shared District Instruction ▼ </div> | |

- 1. If a course is taught at another location (off-campus), answer “yes” to the questions “Is this course taught off campus?”**
- 2. The “Yes” button will pop up two additional fields.**
- 3. For Articulated School Name, select the location from the drop down menu box indicating where students receive instruction. (i.e. PCJTED-Central Campus). If a school does not appear in the drop down menu box, contact Donna Kerwin at donna.kerwin@azed.gov or 602-542-7881.**
- 4. Identify Articulated Enrollment Type. Use *CTE Handbook* <http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/> as a guide. (I.e. JTED, College Campus)**
- 5. Click on Submit and Finish to save the record.**
- 6. This will take you back to the coherent sequence form screen**

Arizona Career and Technical Education Updating and Managing the 2016 Coherent Sequence

The added course taught off campus appears in the articulated section of the screen.

| 15130020 | Architectural Drafting | 15130021 | Architectural Drafting | Architectural Drafting 1 | View | Modify | Delete |
|---|---|-----------|---|---|-----------------------------------|------------------------|--|
| 47060010 | Transportation Technologies Intro Courses | 47060011 | Transportation Technologies Core Curriculum | Transportation Technologies Core Curriculum | View | Modify | Delete |
| 52020000 | Business Management and Administrative Services | 52020010 | Introduction to Business Management and Administrative Services | Business | View | Modify | Delete |
| 2016 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL | | | | | Click Here to Add | | |
| Program | Program Title | Course | Course Title | Campus CTDS | Action | | |
| 12040000 | Cosmetology | 12040011 | Fundamentals of Cosmetology | 11-06-01-001 | View | Modify | Delete |
| 12040000 | Cosmetology | 12040012 | Fundamentals of Cosmetology | 11-06-01-001 | View | Modify | Delete |
| 12040000 | Cosmetology | 12040023 | Cosmetology - Advanced Applications | 11-06-01-001 | View | Modify | Delete |
| 43020000 | Fire Service | 43020010 | Fundamentals of Fire Service | 10-08-11-285 | View | Modify | Delete |
| 52030000 | Accounting and Related Services | 52030011 | Introduction to Business and Accounting | 12-34-56-001 | View | Modify | Delete |
| 2016 Combined (.99) Courses for 12-34-56-001 - SAMPLE SCHOOL | | | | | Click Here to Add | | |
| Course | Local Course Title | Program 1 | Program 2 | Program 3 | Program 4 | Program 5 | Action |
| 52030099 | TEST5 | 52020000 | 52040000 | | | | View Modify Delete |
| <div>  Click here to get a detailed report </div> <div>  Click here to enter comment </div> | | | | | | | |

Comments: To use the comment section, click on the pencil icon  and follow the instructions.

Insert any comments you may want to relay to ADE about your coherent sequence.

Reports: A report is printed by clicking on the icon  at the bottom of the page. See Sample Report on next page.

Arizona Career and Technical Education Updating and Managing the 2016 Coherent Sequence

SAMPLE REPORT: This report shows New Program (X), New Courses (X), Articulated courses (taught off campus with CTDS of other school) and Combined courses with each of the program CIP codes.

| ARIZONA DEPARTMENT OF EDUCATION CAREER AND TECHNICAL EDUCATION COHERENT SEQUENCE INFORMATION | | | | | | | REPORT DATE: 04/10/2015 | |
|--|-------------|------------|------------------|---|------------|--|--|---------------------------------|
| SCHOOL YEAR 2015-2016 | | | | | | | | |
| CTDS: 123456001 | | | | | | | | |
| DISTRICT: SAMPLE DISTRICT | | | | | | | | |
| SCHOOL: SAMPLE SCHOOL | | | | | | | | |
| New Course | New Program | Offer Year | Program CIP Code | Program Title | Course CIP | ADE Course Title* | Your Local Course Title | Course taught at another school |
| Non-Articulated Courses | | | | | | | | |
| | | | 01010090 | Agribusiness Systems | 01010010 | Agriculture Business Management - Introduction to Applied Biological Systems | Agriscience | |
| | | | 01010090 | Agribusiness Systems | 01010012 | Agricultural Business Management - Applied Biological Systems | Agricultural Business Management - Applied Biologi | |
| | | | 01010090 | Agribusiness Systems | 01010014 | Agricultural Business Management - Agriscience | TEST1 | |
| | | | 10020010 | Comm Media Technology Intro Courses | 10020010 | Comm Media Technology Fundamentals | TEST2 | |
| | | | 10020010 | Comm Media Technology Intro Courses | 10020013 | Comm Media Technology Fundamentals | intro graphics | |
| X | | | 15130020 | Architectural Drafting | 15130021 | Architectural Drating | Architectural Drafting 1 | |
| | | | 47060010 | Transportation Technologies Intro Courses | 47060011 | Transportation Technologies Core Curriculum | Transportation Technologies Core Curriculum | |
| | | | 52020000 | Business Management and Administrative Services | 52020010 | Introduction to Business Management and Administrative Services | Business | |
| Articulated Courses | | | | | | | | |
| | | | 12040000 | Cosmetology | 12040011 | Fundamentals of Cosmetology | Cosmetology I | 110601001 |
| | | | 12040000 | Cosmetology | 12040012 | Fundamentals of Cosmetology | Cosmetology II | 110601001 |
| | | | 12040000 | Cosmetology | 12040023 | Cosmetology - Advanced Applications | Cosmetology III | 110601001 |
| | | | 43020000 | Fire Service | 43020010 | Fundamentals of Fire Service | Fire Service 1 | 100811285 |

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After the coherent sequence information has been updated, NOTIFY CTE by sending an email to Claudia Galvan at Claudia.Galvan@azed.gov. Identify your District and provide your Name to inform her that you have completed updating the district's 2016 coherent sequence data.

Important Notes

- Coherent sequence should include all course CIP codes that will be reported on 40th and 100th day enrollment.
- Coherent sequence should reflect the complete program sequence that will be offered at each site.
- Coherent sequence can be modified any time during the reporting year to identify changes in course offerings. Notify ADE of changes.

For additional information, visit: <http://www.azed.gov/career-technical-education/>